

**MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT MARIE KEAN'S HOUSE AT 6.30 P.M. ON 10<sup>th</sup> SEPTEMBER 2024.**

**Present:** Marie Kean, Marg Auty, Diane Paterson, Jan Methers, Lyn McLaren, Merv Muir.

**Apologies:** Barbara Wilkes, Deirdre Bruce, Jen Macartney.

**Minutes of Meeting of 13<sup>th</sup> August 2024:** Diane moved that the minutes are true and correct, seconded by Lyn.

**Matters Arising:** Robert Cowan to do Xmas catering. Marie has a quote of \$35 per person.

**Correspondence:**

**Inwards**

**Snail Mail:**

Letter of thanks from the Mosgiel Foodbank (on the notice board)

**Email:**

NZ Bridge – info on copy of annual report booklet and draft constitution coming by mail – (rec'd 4/09)

DCC Water Billing - \$71.55 – (rec'd 4/09)

OfficeMax statements – (rec'd 4/09)

IRD – (rec'd 4/09)

Ricoh Statements – (rec'd 4/09)

Charities Services Info – (rec'd 1/09)

Directory CAB (check details) – (rec'd 1/09)

Winton Bridge Club – flyer – (rec'd 31/08)

IRD – (rec'd 31/08)

Green Thumb invoice - \$215.60 – (rec'd 30/08)

NZ Bridge – tournament flyer (Whakatane Bridge Club) – (rec'd 30/08)

IRD – (Rec'd 30/08)

Victoria Bridge Club – flyer – (rec'd 27/08)

Xero Updated terms of use (26/08)

Xero newsletter – (rec'd 23/08)

Balclutha Bridge Club – Flyer to display (rec'd 23/08)

Mercury invoice \$650.97 – rec'd (23/08)

Sorry, Partner Podcast (rec'd 22/08)

Ricoh invoice \$68.02 – (rec'd 22/08)

NZ Bridge player transfer (Judy Robertson records transferred to archives) – (rec'd 22/08)

Gore Bridge Club – tournament flyer – (rec'd 22/08)

NZ Bridge NZ wide pairs invite for clubs (Loveblock)– (rec'd 22/08)  
David Larson tournament entry – (rec'd 21/08)  
Laurie Smeijers table money deposit – (rec'd 21/08)  
Xero invoice \$61.24 – (rec'd 21/08)  
Virginia O'Neill Bridge lessons (rec'd 20/08)  
No reply Aramex Courier progress – (rec'd 20/08)  
Doug Jackson renting rooms – (rec'd 20/08)  
Ali Telford – shared administration programme– (rec'd 20/08)  
IRD message to review– (rec'd 20/08)  
Response from Marie Kean to gutter cleaning quote – (rec'd 19/08)  
NZ Bridge Player Added (Angela Wilson)– (rec'd 17/08)  
Gillian Alexander - Charity tournament entry (16/08)  
Sorry, Partner Podcast (rec'd 15/08)  
Colin Bray Flyer for North Harbour tournament (rec'd 15/08)  
No reply Aramex Courier parcel on way (rec'd 15/08)  
Bridge NZ invoice (Bridge pads) - \$572.34 – (rec'd 15/08)  
Waimate Bridge Club flyer – (rec'd 14/08)  
Secretary Recent complaint to NZ Bridge – (rec'd 14/08)  
Secretary NZ Bridge Board meeting minutes – (rec'd 13/08)  
Outwards:  
NZ Bridge Mel Auld – Facebook media campaign – (5/09)  
Doug Jackson – Follow up on venue hire rate increase – 21/08  
Virginia O'Neill – Interest in bridge lessons – 20/08  
Ali Telford – Follow up on earlier discussions regarding shared admin programme – 20/08

Acceptance of correspondence moved by Diane and seconded by Marg.

**Treasurer's Report:**

The treasurer's report for August is below.

TAIERI BRIDGE CLUB	
ACCOUNTS TO PAY SEPTEMBER 2024	
Mercury	\$ 358.75
Ricoh	\$ 68.02
Xero - Sept/Oct	\$ 61.24
One.nz	\$ 58.98
Wages - September	\$ 460.43
PAYE - August	\$ 143.18
Simple Saver - September	\$ 200.00
Office Max - carton hand towels	\$ 146.71
IRD - GST return 1 March 2023 to 31 August 2024	\$ 426.02
DCC Water levies	\$ 71.55
	\$ 1,994.88
<u>Paid since last meeting</u>	
Kitchen Account – Monthly Top up September	\$ 500.00
Kitchen account - bar payments	\$ 198.62
Kitchen account - kitchen payments	\$ 96.52
BridgeNZ - bidding pads	\$ 572.34
Green Thumb Prop Maint - clean gutters/spouting	\$ 215.60
IRD - Jan PAYE, return not uploaded at IRD	\$ 86.38
	\$ 1,669.46
Total approved	\$ 3,664.34

Margaret has contacted Christine McNamara (4 September) for her to process any end of year journals that need to be done before the Charities Report is prepared and Margaret sends this, and the end of year requirements to Maree McGregor who will do the review of financials and prepare the audit review for the Annual Meeting, etc.

Currently the reports show a loss of \$3,237.20 for the year. This may change if any journals are needed, or Maree needs changes made when she reviews the accounts. I have removed \$1,486.99 table money (received from 20 August onwards) as this income is likely to be used to pay for bridge sessions in the next financial year.

In the Rules of the Bridge Club section 15.1 states:

The annual subscription for membership for the following calendar year shall be set by resolution of a General Meeting. Honorary Life Members and Life Members shall not be liable to pay any annual subscription.

Last year the levies were – Subscriptions \$42.00 and NZ Bridge levies \$23.00, total \$65.00 for full member and \$42.00 for secondary member. The NZ Bridge levy will increase to \$24.00 per person for

2025 (in 2026 increases to \$28.00). This will make the cost for full members in 2025 \$66.00 and \$42.00 for secondary members.

There was discussion regarding the recently introduced \$6 table money per session and the need to provide change. Agreed to leave things for two weeks and if there is an ongoing requirement for change a petty cash tin will be introduced. A reminder of the need for the correct money will be covered in the newsletter.

Approval of the accounts payable and acceptance of Treasurers report moved by Marg and seconded by Jan.

## **Committee Reports**

### **Building:**

Following on from the August committee meeting a quote for the replacement of the heat pumps was presented and discussed. Given the age of the heat pumps and their importance to members it was agreed that Merv would source another quote, and further discussion would take place at the next committee meeting.

Marie is to get a plumber to check the piping outside the men's toilets. There is sometimes water on the floor and an odour after heavy rain.

### **Bar:**

### **Stationery Supplies:**

### **Kitchen:**

### **Cards Sent:**

Card sent to Judy Robertson, Denise Tetlow. A card is organised for Jan Munden.

### **Membership:**

### **Programme:**

Charity tournament went well but agreed that more prizes are required for the next tournaments i.e. first, second and third for north/south and east/west pairs.

Taieri Junior Pairs tournament has only a couple of entries. Will mention in the newsletter and remind at the next bridge sessions.

### **Learners:**

Need to confirm learner's date with Robert Cowan. Tuesday 1 April is suggested as a possibility.

### **Computers:**

### **Health & Safety:**

### **Privacy Matters:**

### **Interests Register:**

No change

**General Business:**

End of year prizes. It was agreed to order 50 tumblers (\$6.68 ea) for first place prizes and a 50 key rings (\$3.00 ea) for runner up. There can be a choice of key ring (red colour) or a pen (our supply) for runner up. The tumblers and key rings will have our bridge logo.

(It was agreed at the committee meeting to also buy 12 drink bottles (\$8.00 ea) and 12 coffee cups (3.00) from a sales catalogue for fun night prizes. However, after the meeting it was discovered that these would be too expensive unless we bought larger quantities because of a \$50 set up fee for each.) As a result, an additional 50 blue key rings @\$3.00 ea. have been ordered for fun nights during the year.

Forms for committee nominations and consent and certificate of officer were filled in preparation for the AGM.

Meeting closed at 7.40pm. The next meeting will be held on Tuesday 8 October at 6.30pm at the Taieri Bridge Club.

# Action List

Nov 2024

- To come up with 10-year plan for capital expenditure February 2025
  - Carpet
  - Replace heat pumps
  - Sterilisers
  - New computer
  - Sound systems – Strawberry Sound
  - Dishwasher

Aug 2024

- Refresher course on transfers.

Sept 2024

- AGM to start earlier. Members to be reminded when Agenda sent out that those only wishing to play bridge must wait outside until conclusion of meeting.

Oct 2024

- To start getting a sub-committee for lessons.

Nov 2024

- To consider if AGM should be on another a Tuesday night instead.
- Sub-committee to be formed to attract new members. \$600 advertising to be spent.

Nov 2024

- Fire evacuation drill to be held

May 2025

- Fire Evacuation drill to be held

Sep 2025

- Discuss rent increases for 2026 year

Nov 2025

- Fire Evacuation drill to be held

May 2026

- Fire Evacuation drill to be held

Nov 2026

- Fire Evacuation drill to be held

April 2027

- Host Responsibility to be updated for Alcohol Licence.
- Fire evacuation to be organised and held before alcohol licence renewal

May 2027

- Alcohol Licence renewal, need copy of host responsibility to be updated, new rules, food menu with specific light beer, also need form showing which bridge clubs can use our bar premises.

Apr 2029

- Organise an updated building valuation – Dunedin Valuation. Insurance falls due in May

**Cash Summary**  
Taieri Bridge Club  
For the month ended 31 August 2024

<b>Account</b>	<b>Aug 2024</b>	<b>Year to date</b>
<b>Income</b>		
Advertising Income	\$ -	\$ 950.00
Bar Sales	\$ 330.44	\$ 4,568.50
Donations	\$ -	\$ 50.00
Interest Earned	\$ 102.19	\$ 1,179.67
Investment Interest	\$ -	\$ 1,827.41
Lesson Income	\$ -	\$ 217.40
Rent	\$ -	\$ 2,513.06
Subscriptions	\$ -	\$ 6,063.28
Sundry Income	\$ -	\$ 2,443.24
Table Money	\$ 1,230.46	\$ 19,739.73
Tournament Income	\$ -	\$ 5,690.54
<b>Total Income</b>	<b>\$ 1,663.09</b>	<b>\$ 45,242.83</b>
<b>Less Expenses</b>		
Accounting Software	\$ -	\$ 585.75
Bank Fees	\$ -	\$ 2.70
Bar Expenses	\$ -	\$ 460.00
Bar Purchases	\$ 424.06	\$ 2,726.88
Bar Stock	-\$ 94.92	-\$ 94.92
Cash Float	\$ -	-\$ 5.00
Electricity	\$ 254.10	\$ 3,144.90
Insurance	\$ -	\$ 5,234.35
Kitchen Expenses	\$ 132.65	\$ 1,991.27
Lease Payments	\$ 106.24	\$ 1,557.45
Lesson Advertising	\$ -	\$ 530.00
Lesson Tutor	\$ -	\$ 600.00
Levies & Charges	\$ 677.80	\$ 2,745.60
Office Expenses	\$ 52.23	\$ 2,168.18
PAYE Payable	-\$ 30.43	-\$ 64.53
Playing Materials	\$ 497.69	\$ 1,734.20
Prizes & Engraving	\$ -	\$ 638.82
Property Expenses	\$ -	\$ 2,015.28
Reimbursements (Honoraria)	\$ -	\$ 1,525.00
Repairs and Maintenance	\$ -	\$ 139.00
Revenue in Advance	-\$ 1,486.99	-\$ 1,986.99
Sundry Expenses	\$ 210.00	\$ 2,587.01
Supper Expenses	\$ -	\$ 1,115.00
Telephone & Internet	\$ 51.29	\$ 752.92
Tournament Expenses	\$ 427.44	\$ 5,248.06
Wages	\$ 718.75	\$ 5,744.41
Water Rates	\$ -	\$ 229.75
<b>Total Expenses</b>	<b>\$ 1,939.91</b>	<b>\$ 41,325.09</b>
<b>Surplus (Deficit)</b>	<b>-\$ 276.82</b>	<b>\$ 3,917.74</b>
<b>Plus Other Cash Movements</b>		
Fixed Assets	\$ -	-\$ 344.42
<b>Total Other Cash Movements</b>	<b>\$ -</b>	<b>-\$ 344.42</b>
<b>Plus GST Movements</b>		
GST Collected	\$ 469.10	\$ 6,593.22
GST Paid	-\$ 407.80	-\$ 6,664.62
<b>Net GST Movements</b>	<b>\$ 61.30</b>	<b>-\$ 71.40</b>
<b>Net Cash Movement</b>	<b>-\$ 215.52</b>	<b>\$ 3,501.92</b>
<b>Summary</b>		
Opening Balance	\$65,491.79	\$ 61,774.35
Plus Net Cash Movement	-\$ 215.52	\$ 3,501.92
Cash Balance	\$65,276.27	\$ 65,276.27



**Profit and Loss**  
Taieri Bridge Club  
For the month ended 31 August 2024

<b>Account</b>	<b>Aug 2024</b>	<b>Year to date</b>
<b>Trading Income</b>		
Advertising Income	\$ -	\$ 950.00
Bar Sales	\$ 389.14	\$ 4,627.20
Donations	\$ -	\$ 50.00
Interest Earned	\$ 102.19	\$ 1,179.67
Investment Interest	\$ -	\$ 1,827.41
Lesson Income	\$ -	\$ 217.40
Rent	\$ -	\$ 2,513.06
Subscriptions	\$ 25.22	\$ 6,050.24
Sundry Income	\$ -	\$ 2,443.24
Table Money	\$ 1,247.85	\$ 19,800.60
Tournament Income	\$ -	\$ 5,690.54
<b>Total Trading Income</b>	<b>\$ 1,764.40</b>	<b>\$ 45,349.36</b>
<b>Gross Profit</b>	<b>\$ 1,764.40</b>	<b>\$ 45,349.36</b>
<b>Operating Expenses</b>		
Accounting Software	\$ 53.25	\$ 639.00
Bank Fees	\$ -	\$ 2.70
Bar Expenses	\$ -	\$ 460.00
Bar Purchases	\$ 424.06	\$ 2,726.88
Depreciation	\$ 427.10	\$ 5,096.53
Electricity	\$ 311.96	\$ 3,191.37
Insurance	\$ -	\$ 5,234.35
Kitchen Expenses	\$ 260.22	\$ 2,118.84
Lease Payments	\$ 106.24	\$ 1,557.45
Lesson Advertising	\$ -	\$ 530.00
Lesson Tutor	\$ -	\$ 600.00
Levies & Charges	\$ -	\$ 2,745.60
Office Expenses	\$ 59.15	\$ 1,951.20
Playing Materials	\$ 497.69	\$ 1,734.20
Prizes & Engraving	\$ -	\$ 638.82
Property Expenses	\$ -	\$ 2,015.28
Reimbursements (Honoraria)	\$ -	\$ 1,525.00
Repairs and Maintenance	\$ -	\$ 139.00
Sundry Expenses	\$ -	\$ 2,587.01
Supper Expenses	\$ -	\$ 1,115.00
Telephone & Internet	\$ 51.29	\$ 752.92
Tournament Expenses	\$ -	\$ 5,248.06
Wages	\$ 718.75	\$ 5,744.41
Water Rates	\$ 62.22	\$ 232.94
<b>Total Operating Expenses</b>	<b>\$ 2,971.93</b>	<b>\$ 48,586.56</b>
<b>Net Profit</b>	<b>-\$ 1,207.53</b>	<b>-\$ 3,237.20</b>

**Balance Sheet**  
Taieri Bridge Club  
As at 31 August 2024

Account	31 Aug 2024
<b>Assets</b>	
<b>Bank</b>	
Kitchen Account	\$ 394.65
Main Account	\$ 6,897.00
Prudent Res - Carpet (Bonus Saver)	\$ 10,791.01
Prudent Res - Heating 1 (Term Deposit 2)	\$ 10,000.00
Prudent Res - Heating 2 (Term Deposit 3)	\$ 20,168.09
Prudent Res - Roofing (Term Deposit 1)	\$ 17,025.52
<b>Total Bank</b>	<b>\$ 65,276.27</b>
<b>Current Assets</b>	
Accounts Receivable	\$ 166.50
Bar Stock	\$ 643.75
<b>Total Current Assets</b>	<b>\$ 810.25</b>
<b>Fixed Assets</b>	
Buildings	\$ 149,996.00
Less Acc Depn on Buildings	-\$ 113,203.46
Less Acc Depn on Plant & Equipment	-\$ 50,259.15
Plant & Equipment	\$ 55,952.15
<b>Total Fixed Assets</b>	<b>\$ 42,485.54</b>
<b>Total Assets</b>	<b>\$ 108,572.06</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	\$ 849.45
GST	\$ 355.61
Revenue in Advance	\$ 1,986.99
<b>Total Current Liabilities</b>	<b>\$ 3,192.05</b>
<b>Total Liabilities</b>	<b>\$ 3,192.05</b>
<b>Net Assets</b>	<b>\$ 105,380.01</b>
<b>Equity</b>	
Club Balance	\$ 108,617.21
Current Year Earnings	-\$ 3,237.20
<b>Total Equity</b>	<b>\$ 105,380.01</b>